



**DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
4TH BATTALION 10TH INFANTRY REGIMENT
5450 STROM THURMOND BOULEVARD
FORT JACKSON, SC 29207**

ATZJ-DBI-SD

21 MARCH 2011

MEMORANDUM FOR United States Army Student Detachment (USASD) Personnel

SUBJECT: Memorandum of Instruction (MOI) for the Spring FY11 Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT)

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dtd 24 September 1998
- b. AR 600-8-104, Military Personnel Information Management, dtd 22 June 2004
- c. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>
- d. AR 600-9, The Army Weight Control Program, dtd 27 November 2006
- e. FM 21-20, Physical Fitness Training, 30 September 1992
- f. AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), dtd 23 December 2004

2. General. In accordance with the Department of the Army Directive, the USASD will conduct a Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT) from **150900APR11 to 161700MAY11** to verify accuracy of Soldier military pay and personnel records, validate personnel accountability, and ensure overall Soldier readiness for the Students and permanent party assigned to the USASD.

- a. **Students with a report date of 1 JAN 11 and later are not required to participate in this PAI.**
- b. **Students departing USASD 1 May 11- 1 Aug 11 are not required to participate in this PAI.**

3. Requirements. The purpose of the Spring PAI is to validate the following accountability and training requirements:

- a. Basic personnel information
- b. Current address and point of contact information
- c. Graduation/completion date
- d. Army APFT and Height/Weight standards

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- e. Mandatory Annual Training: AT Level-1, SERE 100, SAEDA, and OPSEC/INFOSEC (links provided on website).
- f. Verify and update information in the Army Disaster Personnel Accountability and Assessment System (AKO login required) [HTTPS://ADPAAS.ARMY.MIL](https://ADPAAS.ARMY.MIL)

4. **Guidelines.** Given the dispersion of our population, PAI is to be completed in the student's local area. It is the student's responsibility to ensure completion and receipt of PAI requirements. Accuracy of responses are based on integrity. **Responses to PAI will only be accepted from 15 April 2011 to 16 May 2011.** Any responses received after that date are considered non-compliance and may result in administrative or punitive action.

a. A complete submission of PAI must include:

- 1. Completed and signed PAI Worksheet
- 2. Completed and signed DA form 705 (APFT Card)
- 3. Completed and signed DA 5500 or DA 5501 (Body Fat Content worksheet); if applicable)
- 4. Medical profile or appropriate documentation from your medical provider; if applicable. Profiles issued by a civilian provider must be validated by a physician at a military facility.
- 5. Completed and signed training certificates.

b. **APFTs taken on or after 1 February 2011 are acceptable for submission for this PAI.**

c. Personnel with permanent profiles are required to complete the APFT within the limitations of their profiles. Personnel with temporary profiles are expected to complete an APFT upon completion of their recovery period (2 days for each day on profile not to exceed 90 days). If that timeframe does not fall within the PAI timeframe, students are still required to conduct an APFT at a later date. Profiles do not preclude students from adhering to or forwarding evidence that you meet the Height/Weight standards.

d. **Links to all mandatory training are found on the USASD website at <http://www.jackson.army.mil/sites/school/pages/252/Training-and-PAI> under the "Training/PAI" tab.** Training certificates are auto-generated upon completion of each session. **Certificates for training conducted between 1 April 2010 and 16 May 2011 (within 1 year) are acceptable for validation of annual training requirements for this PAI.**

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e. Students at Senior Service Schools and ROTC will conduct the APFT in accordance with the guidelines outlined by the Senior Cadre or PMS. Submission of APFT and PAI requirements may be arranged through your school. However, it is the individual student's responsibility to ensure that they are in compliance with the requirements of this PAI. Students in independent programs are allowed to use the assistance of the local Recruiting Battalion, ROTC, Service School, or military unit (RA, NG, or RC) if necessary, but is not required.

5. **PAI Submission.** Completed PAI documents must be sent by the student to the PAI team via email at usasd@conus.army.mil. Ensure the subject line of your submission is labeled with the following information:

a. APRIL 2011 PAI

b. Name (Last name, first name)

c. The state you are located in.

d. Documents not properly labeled or submitted to the above listed email address will not be accepted for action. In the event that you are unable to send your PAI via email, submit your paperwork via fax to (803) 751- 5643.

6. **Verification of Requirements.** You will receive an email response verifying receipt of your PAI packet within three business days of your submission. If necessary, this email response will also identify any missing or additional documents needed to complete your PAI. **Requested items must be forwarded prior to 16 May 2011.**

7. The point of contact for this memorandum is SGT Toney at (803)751-6542/5393 or usasd@conus.army.mil.

Encl

/// ORIGINAL SIGNED ///

CLINTON A. ROUNTREE
CPT, AG
Commanding